

**DEPARTMENT OF COMMUNITY SERVICES AND DEVELOPMENT**

P.O. Box 1947  
Sacramento, CA 95812-1947  
(916) 341-4200  
(916) 341-4203 (FAX)  
(916) 327-6318 (TDD)



TO: Low Income Home Energy Assistance Program (LIHEAP) Service Providers

*Original signed by*

FROM: Lloyd Throne, Director

DATE: March 23, 2009

SUBJECT: 2008 LIHEAP Contract Amendment – Effective January 1, 2009

Enclosed is the LIHEAP Amendment to the 2008 LIHEAP Contract, including a summary of key contract language and measure reimbursement changes, and labor rate increase chart. The purpose of this amendment is to reconcile labor and measure rate reimbursement and increase income eligibility guidelines to be consistent with the 2009 LIHEAP program. The effective date of this amendment is retroactive to January 1, 2009.

Changes with respect to measure reimbursement rates and labor rates were implemented in the Expenditure Activity Reporting System (EARS) effective February 19, 2009. If you have submitted expenditures for January 2009, agencies may submit an adjusted report to account for the differences in reimbursement.

Please contact your assigned Field Representative should you have any questions regarding this amendment.

Attachments

## **2008 Low-Income Home Energy Assistance Program (LIHEAP) Amendment Effective January 1, 2009**

<b>Purpose</b>	This document outlines the changes to the 2008 LIHEAP Contracts – Effective January 1, 2009.
<b>Labor rate increase</b>	The labor rates were increased to reflect the 2009 LIHEAP labor rates. See attached Labor Rate Increase chart.
<b>Measure Reimbursement changes</b>	The measure reimbursements have been changed to reflect the 2009 LIHEAP measure reimbursement rates. (See attachment.)
<b>Eligibility Guidelines</b>	The Applicant Eligibility Guidelines have changed from 60% of the State median income to 75% of the State median income.
<b>Permits and Disposals fees</b>	Language was added to allow subcontractor charges to both the permit and disposal fee line items.
<b>SWEATS Policy</b>	Revised SWEATS policy to reflect reporting changes in EARS.
<b>Other Change</b>	Additional change in Exhibit G: <ul style="list-style-type: none"><li>▪ Expanded definition of Minor Envelope Repair to include Kitchen Exhaust.</li></ul>

## Labor Rate Increase - 2008 LIHEAP

Agency	Labor Rate			LRI*
	Effective 1/1/2008	Effective 8/1/2008	Effective 1/1/2009	Total LRI (1/1/08 to 1/1/09)
City of Berkeley	\$58	\$60	\$64	\$6
Spectrum	\$58	\$60	\$64	\$6
Amador/Tuolumne	\$45	\$50	\$52	\$7
Butte	\$42	\$49	\$50	\$8
Glenn	\$55	\$55	\$55	\$0
Contra Costa	\$58	\$60	\$64	\$6
Del Norte	\$45	\$49	\$52	\$7
El Dorado	\$49	\$53	\$56	\$7
Fresno	\$46	\$48	\$52	\$6
Redwood (Humboldt)	\$45	\$49	\$52	\$7
CUI	\$47	\$53	\$55	\$8
Inyo/Mono	\$45	\$51	\$55	\$10
Kern	\$45	\$53	\$55	\$10
Kings	\$48	\$49	\$51	\$3
North Coast	\$50	\$56	\$59	\$9
Lassen	\$41	\$49	\$50	\$9
CES	\$50	\$54	\$57	\$7
Maravilla	\$50	\$54	\$57	\$7
PACE	\$50	\$54	\$57	\$7
VICS	\$50	\$54	\$57	\$7
Madera	\$46	\$49	\$52	\$6
Mariposa	\$44	\$50	\$52	\$8
Merced	\$44	\$53	\$53	\$9
Redwood (Modoc)	\$45	\$49	\$50	\$5
Nevada	\$41	\$49	\$50	\$9
Orange	\$49	\$53	\$56	\$7
Project GO	\$49	\$53	\$56	\$7
Plumas	\$41	\$49	\$50	\$9
Riverside	\$47	\$53	\$56	\$9
CRP	\$52	\$53	\$56	\$4
San Bernardino	\$47	\$53	\$56	\$9
MAAC	\$47	\$54	\$55	\$8
San Francisco	\$54	\$63	\$65	\$11
San Joaquin	\$51	\$54	\$57	\$6
San Luis Obispo	\$45	\$51	\$54	\$9
San Mateo	\$54	\$63	\$65	\$11
Santa Barbara	\$46	\$53	\$54	\$8
San Mateo (Santa Clara)	\$58	\$64	\$67	\$9
Central Coast	\$48	\$54	\$57	\$9
SHHIP	\$43	\$49	\$51	\$8
Great Northern	\$41	\$49	\$50	\$9
CVOC	\$48	\$53	\$54	\$6
CSET	\$45	\$51	\$51	\$6
Ventura	\$50	\$55	\$59	\$9

\* **LRI = Labor Rate Increase**

**Measure reimbursement changes to 2008 LIHEAP - Effective 1-1-09**

<b>Changes in measure costs:</b>	<b>Old \$</b>	<b>New \$</b>
<b>A/C Replacement, per dwelling</b>		
A/C Multi-Story 110V Window Unit	\$942	<b>\$1,194</b>
A/C Single-Story 110V Wall Unit	\$816	<b>\$1,194</b>
A/C Single-Story 110V Window Unit	\$624	<b>\$1,194</b>
220V Wall Unit	\$1,329	<b>\$1,194</b>
220V Window Unit	\$1,077	<b>\$1,194</b>
<b>Evaporative Cooler Installation, per dwelling</b>		
New Wall Unit	\$850	<b>\$936</b>
Replace Roof Unit	\$1,020	<b>\$1,100</b>
Replace Wall Unit	\$900	<b>\$936</b>
Replace Window Unit	\$900	<b>\$936</b>
<b>Heating Source Repair, per dwelling</b>		
Exterior Wall Direct Vent Furnace	\$540	<b>\$792</b>
Floor Furnace	\$621	<b>\$792</b>
<b>Heating Source Replacement, per dwelling</b>		
Exterior Wall Direct Vent Furnace	\$1,800	<b>\$2,640</b>
Floor Furnace	\$2,070	<b>\$2,640</b>
Compact Fluorescent Lamps, Hard Wired	\$85	<b>\$170</b>
	(limit 1)	<b>(limit 2)</b>
Fluorescent Torchiere Lamp Replacement (LIHEAP ONLY)	\$75	<b>\$150</b>
		<b>(limit 2)</b>
Glass Replacement/Window Repair	\$390	<b>\$525</b>
Minor Envelope Repair	\$887	<b>\$1,331</b>
<b>Sliding Glass Door, per dwelling</b>		
Repair	\$400	<b>\$713</b>
Replacement	\$950	<b>\$1,425</b>
Window Replacement	\$925	<b>\$1,238</b>
Maximum Average reimbursement, per dwelling	\$2,966	<b>\$3,055</b>
Maximum Average reimbursement, per dwelling Gov'r declared emergency; Local emergency	\$3,411	<b>\$3,514</b>

<b>New line items:</b>	<b>New \$</b>
Cooking Appliance Repair, Other	<b>\$375</b>
Cooking Appliance Replacement, Other	<b>\$750</b>
Cooling Repair, Multi-Unit Central System	<b>\$597</b>
Cooling Replacement, Multi-Unit Central System	<b>\$1,194</b>
Heating Source Repair, Multi-Unit Central System	<b>\$792</b>
Heating Source Replacement, Multi-Unit Central System	<b>\$2,640</b>
Kitchen Exhaust Installation, Repair and Replacement	<b>\$350</b>
Water Heater Repair, Multi-Unit Central System	<b>\$490</b>
Water Heater Replacement, Multi-Unit Central System	<b>\$980</b>

## 2009 Income Guidelines

\$56,101.00 - Estimated 75% CA Median Income for Four-Person Family

HH	Percent	State Median Income Guidelines	Monthly Income Amounts
1	0.52	\$29,172.52	\$2,431.04
2	0.68	\$38,148.68	\$3,179.06
3	0.84	\$47,124.84	\$3,927.07
4	1	\$56,101.00	\$4,675.08
5	1.16	\$65,077.16	\$5,423.10
6	1.32	\$74,053.32	\$6,171.11
7	1.35	\$75,736.35	\$6,311.36
8	1.38	\$77,419.38	\$6,451.62
9	1.41	\$79,102.41	\$6,591.87
10	1.44	\$80,785.44	\$6,732.12
11	1.47	\$82,468.47	\$6,872.37
12	1.5	\$84,151.50	\$7,012.63
13	1.53	\$85,834.53	\$7,152.88
14	1.56	\$87,517.56	\$7,293.13
15	1.59	\$89,200.59	\$7,433.38
16	1.62	\$90,883.62	\$7,573.64
17	1.65	\$92,566.65	\$7,713.89
18	1.68	\$94,249.68	\$7,854.14
19	1.71	\$95,932.71	\$7,994.39
20	1.74	\$97,615.74	\$8,134.65
21	1.77	\$99,298.77	\$8,274.90
22	1.8	\$100,981.80	\$8,415.15
23	1.83	\$102,664.83	\$8,555.40
24	1.86	\$104,347.86	\$8,695.66
25	1.89	\$106,030.89	\$8,835.91

**DEPARTMENT OF COMMUNITY SERVICES AND DEVELOPMENT**

700 North 10th Street, Room D215  
Sacramento, CA 95811-0336  
(916) 341-4200  
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(916) 327-6318 (TDD)



March 23, 2009

To CSD's Low-Income Home Energy Assistance Program Contractors:

2008 Low-Income Home Energy Assistance Program Contract Amendment, Effective 1/1/2009

Enclosed is your agency's amendment to the 2008 Low-Income Home Energy Assistance Program (LIHEAP), which is effective January 1, 2009. A complete copy of the amendment includes the face sheet, amendment language, and the amended exhibit attachments listed below.

In order to expedite the execution of your amendment, please observe the following instructions, and feel free to use this letter as a checklist.

- ☐ If applicable, submit a governing board resolution with an **original signature** of your board's authorized representative. If your board's resolution for the original 2008 LIHEAP contract authorized an agent(s) to sign the 2008 LIHEAP contract "*and any amendments*," this instruction does not apply to your agency.
- ☐ Complete the section labeled "CONTRACTOR'S NAME" on both face sheets. Print or type the name and title of the person who is authorized to sign the contract amendment. Print the date signed. Ensure that your agency's authorized representative has signed both face sheets. Your agency's authorized representative is the person whom the governing board has specified in its resolution as the official representative to sign the 2008 LIHEAP contract and, if applicable, any amendments.
- ☐ The following exhibit attachments are part of the amendment packet. Please return all copies with the amendment packet.

EXHIBIT B, ATTACHMENT IV

REIMBURSEMENT RATES FOR WEATHERIZATION  
AND EHCS ACTIVITIES

EXHIBIT F, ATTACHMENT II

Severe Weather Energy Assistance and Transportation  
Services (SWEATS) Policy

☐ Please return two complete copies of the amendment packet to CSD, and arrange all pages in the following order: face sheet, amendment language, and the two attachments. Include your board resolution (if required) and a transmittal letter (if desired), but please do not staple or otherwise attach these documents to the amendments themselves. If the insurance and fidelity bond documents you submitted your original LIHEAP contract or another agreement with CSD are still in effect, you do not need to resubmit them. When your agency's amendment is fully executed, Contract Services Unit will mail you one copy for your records.

☐ Please return your completed amendment packet within 30 days (45 days for public agencies) to:

Contract Services Unit  
Department of Community Services and Development  
P.O. Box 1947  
Sacramento, CA 95812-1947

If you are using an overnight delivery service, please send the packet to CSD at:  
700 North 10th Street, Room D215  
Sacramento, CA 95811-0336.

Please keep in mind that in order for CSD to execute your agency's amendment, all of your contract documents must be **complete**. Authorized persons must sign the board resolution and both face sheets. Except as waived for self-insured governmental entities, the Certificate of Liability Insurance must name CSD as the Certificate Holder and as an additional insured, except for workers' compensation and fidelity bond. Insurance documents that are on file at CSD must provide proof of current coverage, or you must replace them. Coverage must include workers' compensation insurance, fidelity bond, public liability, and vehicle insurance.

If you have questions regarding this amendment process, please contact Donna Fairchild of my staff at (916) 341-4275. For questions regarding insurance coverage, please contact Anneliz Rodriguez of my staff at (916) 341-4335. For questions regarding contractual requirements, reporting forms, or other requirements, please contact your Field Representative.

Sincerely,



*Original signed by*  
MONTE JOHNSON  
Manager, Contract Services Unit

MWJ:DGF  
Enclosures

AGREEMENT NUMBER	AMENDMENT NUMBER
08B-54xx	3
REGISTRATION NUMBER	
47000xxxxxxxxx.3	

1. This Agreement is entered into between the State Agency and the Contractor named below
- STATE AGENCY'S NAME  
Department of Community Services and Development
- CONTRACTOR'S NAME  
Sample
2. The term of this Agreement is : January 1, 2008 through March 31, 2009
3. The maximum amount of this Agreement is: \$ xxx,xxx.00
4. The parties mutually agree to this amendment as follows. All actions noted below are by this reference made a part of the Agreement and incorporated herein:

1. The maximum amount of this Agreement payable to Contractor by the State remains unchanged at \$xxx,xxx.00.

IN WITNESS WHEREOF, this Agreement has been executed by the parties hereto.

CONTRACTOR

CALIFORNIA  
Department of General Services  
Use Only

CONTRACTOR'S NAME (If other than an individual, state whether a corporation, partnership, etc.)

Sample

BY (Authorized Signature)



DATE SIGNED (Do not type)

PRINTED NAME AND TITLE OF PERSON SIGNING

ADDRESS

1234 Any Street, Any City, CA 9xxxx

STATE OF CALIFORNIA

AGENCY NAME

Department of Community Services and Development

BY (Authorized Signature)



DATE SIGNED (Do not type)

PRINTED NAME AND TITLE OF PERSON SIGNING

Margie Chan, Deputy Director, Administrative Services

ADDRESS

700 North 10th Street, Room D215, Sacramento, California 95811-0336

☐ Exempt per \_\_\_\_\_



2. EXHIBIT B, BUDGET DETAIL AND PAYMENT PROVISIONS,
  4. REIMBURSEMENT GUIDELINES, D. Weatherization and EHCS Specific,
    - 3) Maximum Reimbursements, items a. and b. are changed to read as follows:
      - “a. Contractor shall be entitled to obtain a maximum average reimbursement of \$3,055 per dwelling unit weatherized for applying the energy conservation measures and activities described in EXHIBIT B, BUDGET DETAIL AND PAYMENT PROVISIONS, ATTACHMENT V, Reimbursement Rates for Weatherization and EHCS Activities.
      - “b. In the event that the Governor declares a State of Emergency or Local Emergency under Article 13 or 14 of the Emergency Services Act or any federal official declares an emergency pursuant to 42 UCS 8622(1), the maximum average reimbursement shall be \$3,514 per dwelling unit.”
3. EXHIBIT B, BUDGET DETAIL AND PAYMENT PROVISIONS,
  4. REIMBURSEMENT GUIDELINES, D. Weatherization and EHCS Specific,
    - 7) Other Program Reimbursements, item a. Permit and Disposal Fees, is changed to read:
      - “7) Other Program Reimbursements
        - “a. Permit and Disposal Fees
          - “Permit and disposal fees are acceptable expenses and may be charged only once to ECIP EHCS, or LIHEAP Weatherization, or DOE Weatherization, per appliance or weatherization measure, per weatherized dwelling. Permit and disposal fee reimbursement includes crew member, subcontracting, or other personnel staff time and will be reimbursed based on the actual cost of the fee and actual labor hours.”
4. EXHIBIT B, BUDGET DETAIL AND PAYMENT PROVISIONS, Attachment IV, REIMBURSEMENT RATES FOR WEATHERIZATION AND EHCS ACTIVITIES, is changed to read as per the attached EXHIBIT B, Attachment IV.
5. EXHIBIT F, PROGRAMMATIC PROVISIONS 5. HEAP/WPO ACTIVITY GUIDELINES, A. Applicant Eligibility, item 1) is changed to read as follows:
  - “5. HEAP/WPO ACTIVITY GUIDELINES
    - “A. Applicant Eligibility
      - “1) Assistance shall be available only to households with incomes that do not exceed an amount equal to seventy-five percent (75%) of the State median income.”

6. EXHIBIT F, PROGRAMMATIC PROVISIONS, 6. WEATHERIZATION ACTIVITY GUIDELINES, A. Applicant Eligibility, items 1) and 2) are changed to read as follows:

**“6. WEATHERIZATION ACTIVITY GUIDELINES**

**“A. Applicant Eligibility**

- “1) Assistance shall be available only to households with incomes that do not exceed an amount equal to seventy-five percent (75%) of the State median income.**
- “2) Income verification must be for one month and current within six (6) weeks of the application intake date or an annual award letter. For acceptable types of documentation, refer to the LIHEAP Eligibility and Verification Guide at [www.csd.ca.gov/programs](http://www.csd.ca.gov/programs).”**

7. EXHIBIT F, PROGRAMMATIC PROVISIONS, 6. WEATHERIZATION ACTIVITY GUIDELINES, B. Dwelling Eligibility, 6) Occupied Multi-Unit Dwellings, item b., is changed to read as follows:

**“6) Occupied Multi-Unit Dwellings**

- “b. The amount of funds, however, applied to weatherization services in a building shall not exceed the number of eligible dwelling units multiplied by the \$3,055 maximum average per unit.”**

8. EXHIBIT F, PROGRAMMATIC PROVISIONS, 7. ENERGY CRISIS INTERVENTION PROGRAM (ECIP) SERVICES ACTIVITY GUIDELINES, C. ECIP Fast Track and WPO, 2) Applicant Eligibility, item a. is changed to read as follows:

**“2) Applicant Eligibility**

- “a. Assistance shall be available only to households with incomes that do not exceed an amount equal to seventy-five percent (75%) of the State median income.”**

9. EXHIBIT F, PROGRAMMATIC PROVISIONS, ATTACHMENT II, Severe Weather Energy Assistance and Transportation Services (SWEATS) Policy is changed to read as per the attached EXHIBIT F, Attachment II.

10. EXHIBIT G, DEFINITIONS, Minor Envelope Repairs, 1. Exclusions: Kitchen exhaust systems are added to the list of exclusions under 1. as item 6., and the existing 1. item 6. is renumbered to item 7 to read as follows:

**“Minor Envelope Repairs:** Those repairs necessary for the effective performance or preservation of weatherization materials or to stop infiltration and general heat waste. Contractor shall maintain labor hours cost, materials cost, and required building permits in client's file. Minor envelope repairs include the following:

- “a. Blower-door-identified infiltration repairs;**
- “b. Combustion air venting;**
- “c. Cover plate replacements;**
- “d. Entrance door modification, repair, adjustments, and/or replacement and attendant hardware (except deadbolts) into conditioned areas including frames, thresholds, and doorstops. (If the original door had a deadbolt and it can be removed and placed on the new door, then labor costs for this activity can be charged.) The installation of deadbolts in conjunction with an exterior door replacement is allowable on rental units only; however, it is not an allowable reimbursement when entrance doors are modified or repaired. Reimbursement will be based on the material costs for the door, the deadbolt, if applicable, and the labor;**
- “e. Exhaust fan repair or replacement;**
- “f. Floor repair for mobile home water heater;**
- “g. Knob-and-tube wiring “Notice of Survey by Electrical Contractor” and installation of simple overcurrent protection per the CSD Low-Income Weatherization Assistance Program Policies and Procedures Manual;**
- “h. Minor roof repairs and materials used to protect the materials installed from the weather;**
- “i. Mobile home skirting repairs to prevent animal infiltration;**
- “j. Patching holes in the building envelope that are too big to caulk (includes replacing attic/crawl space access covers); and**
- “k. Range hood damper and fireplace chimney damper repair or installation.**

**“1. Exclusions:**

- “1. Air conditioner and/or furnace cleaning and filter replacement;**
- “2. Kitchen cabinet repairs and retrofits that are not associated with the replacement of a range, cook top, or previously installed microwave;**
- “3. Sliding glass door repair and replacement;**
- “4. Window and glass repair and replacement;**
- “5. Repairs to the dwelling that do not contribute to sealing of the building envelope, including, but not limited to, handicap ramps and major roof repairs or sealment;**
- “6. Kitchen exhaust systems; and**
- “7. Any other measure that has a chargeable line item.”**

All other terms and conditions shall remain unchanged.

## **2008 LIHEAP Amendment - Changed Attachments**

- EXHIBIT B, BUDGET DETAIL AND PAYMENT PROVISIONS, Attachment IV, REIMBURSEMENT RATES FOR WEATHERIZATION AND EHCS ACTIVITIES
- EXHIBIT F, PROGRAMMATIC PROVISIONS, ATTACHMENT II, Severe Weather Energy Assistance and Transportation Services (SWEATS) Policy

**EXHIBIT B**  
**(Standard Agreement)**

**ATTACHMENT IV: REIMBURSEMENT RATES FOR WEATHERIZATION AND EHCS ACTIVITIES**

**A. Assessments/Diagnostics per Dwelling**

Following the dwelling assessment and diagnostic testing, all feasible Health and Safety Measures, Insulation Measures, and Mandatory Measures must be installed before Optional Measures are provided.

- |    |   |                                  |
|----|---|----------------------------------|
| 1) | Unit Assessments  |                                  |
|    | Units with attics   | \$65.00 <sup>1</sup>             |
|    | Units without attics  | \$40.00 <sup>1</sup>             |
| 2) | Combustion Appliance Safety Test (when applicable)  |                                  |
|    | Pre-Test  | \$70.00                          |
|    | Post-Test   | \$40.00                          |
| 3) | Blower Door Test (when applicable)  | \$75.00 <sup>2</sup>             |
| 4) | Duct Leakage Test (with Duct Blaster when applicable)   |                                  |
|    | Pre-Test  | \$60.00 <sup>3, 10</sup>         |
|    | Post-Test   | \$50.00 <sup>3, 10</sup>         |
| 5) | Contractor Post Weatherization Inspection   | Maximum Three Hours <sup>4</sup> |
|    | (Reimbursement of no more than 25% of the total weatherized dwellings is allowable for the actual time to perform the inspection activity and travel to and from the dwelling at the approved labor rate, up to a maximum of three hours per dwelling.) |                                  |

**B. Health and Safety Measures per Dwelling**

Health or Safety Hazard Repair or Replacement, per dwelling: (Indicate on the Weatherization Building Assessment and Job Order Sheet, CSD 540, or Contractor's equivalent, what health or safety conditions are to be addressed.) Includes the repair of unsafe conditions identified as "Required Repairs" in the CSD Weatherization Installation Standards (WIS) and Combustion Appliance Safety Inspection Form (CASIF).

- |    |  |                               |
|----|--|-------------------------------|
| 1) | Carbon Monoxide Alarm  |                               |
|    | Line-cord or Hard-wired, one or more   | Maximum \$189.00 <sup>5</sup> |
|    | Lithium Battery, one or more   | Maximum \$135.00 <sup>5</sup> |
|    | (Must be installed if there are operating carbon monoxide-producing appliances.) |                               |

**EXHIBIT B**  
**(Standard Agreement)**

- |    |                                     |  |
|----|-------------------------------------|--|
| 2) | Cooking Appliance                   |  |
|    | Gas Cooking Appliance,              |  |
|    | Repair/Maintenance                  | Maximum \$375.00 or                                  |
|    |                                     | 50% of Replacement <sup>6, 7, 8</sup>                |
|    | Replacement, Range or Cook Top      | Maximum \$750.00 <sup>6, 7, 8</sup>                  |
|    | Electric Cooking Appliance          |  |
|    | Repair/Maintenance                  | Maximum \$375.00 or                                  |
|    |                                     | 50% of Replacement <sup>6, 7, 8</sup>                |
|    | Replacement, Range or Cook Top      | Maximum \$750.00 <sup>6, 7, 8</sup>                  |
|    | Other Types Not Listed              |  |
|    | Repair/Maintenance                  | Maximum \$375.00 <sup>6, 7, 8</sup>                  |
|    |                                     | 50% of Replacement                                   |
|    | Replacement, Range or Cook Top      | Maximum \$750.00 <sup>6, 7, 8</sup>                  |
| 3) | Gas Water Heater Repair             | Maximum \$490.00 <sup>6, 7, 8, 10</sup> or           |
|    |                                     | 50% of Replacement                                   |
|    | Multi-Unit Central System           | Maximum \$490.00 <sup>6, 7, 8, 10</sup> or           |
|    |                                     | 50% of Replacement                                   |
|    | Replacement, Gas                    | Maximum \$980.00 <sup>6, 7, 8, 10</sup>              |
|    | Replacement, Multi-Unit             | Maximum \$980.00 <sup>6, 7, 8, 10</sup>              |
| 4) | Heating Source Repair               |  |
|    | Multi-Unit Central System           | Maximum \$792.00 <sup>6, 7, 8, 10</sup>              |
|    | Exterior Wall Direct Vent Furnace   | Maximum \$792.00 <sup>6, 7, 8, 9, 10</sup>           |
|    | Forced Air Unit (FAU), Split System | Maximum \$1,044.00 <sup>6, 7, 8, 9, 10</sup>         |
|    | Floor Furnace                       | Maximum \$792.00 <sup>6, 7, 8, 9, 10</sup>           |
|    | Interior Wall Furnace               | Maximum \$792.00 <sup>6, 7, 8, 9, 10</sup>           |
|    | Mobile Home Furnace                 | Maximum \$742.00 <sup>6, 7, 8, 9, 10</sup>           |
|    | Other Types Not Listed              | Maximum \$1,080.00 <sup>6, 7, 8, 9, 10, 11, 12</sup> |
|    | Package Unit (Dual Pack)            | Maximum \$1,530.00 <sup>6, 7, 8, 9, 10</sup>         |
|    | Wood Fueled Appliance               | Maximum \$1,080.00 <sup>6, 7, 8, 9, 10</sup> or      |
|    |                                     | 30% of Replacement for all heater types              |
| 5) | Heating Source Replacement          |  |
|    | Multi-Unit Central System           | Maximum \$2,640.00 <sup>6, 7, 8, 10</sup>            |
|    | Exterior Wall Direct Vent Furnace   | Maximum \$2,640.00 <sup>6, 7, 8, 10</sup>            |
|    | Forced Air Unit (FAU), Split System | Maximum \$3,480.00 <sup>6, 7, 8, 10</sup>            |
|    | Floor Furnace                       | Maximum \$2,640.00 <sup>6, 7, 8, 10</sup>            |
|    | Interior Wall Furnace               | Maximum \$2,640.00 <sup>6, 7, 8, 10</sup>            |
|    | Mobile Home Furnace                 | Maximum \$2,472.00 <sup>6, 7, 8, 10</sup>            |
|    | Other Types Not Listed              | Maximum \$3,600.00 <sup>6, 7, 8, 10, 11, 12</sup>    |
|    | Package Unit (Dual Pack)            | Maximum \$5,100.00 <sup>6, 7, 8, 10</sup>            |

### C. Mandatory Measures

Priority – Insulation Measures
--------------------------------

Non-Priority – Infiltration Reduction Measures	
1	1.0
2	1.0
3	1.0
4	1.0
5	1.0
6	1.0
7	1.0
8	1.0
9	1.0
10	1.0
11	1.0
12	1.0
13	1.0
14	1.0
15	1.0
16	1.0
17	1.0
18	1.0
19	1.0
20	1.0
21	1.0
22	1.0
23	1.0
24	1.0
25	1.0
26	1.0
27	1.0
28	1.0
29	1.0
30	1.0
31	1.0
32	1.0
33	1.0
34	1.0
35	1.0
36	1.0
37	1.0
38	1.0
39	1.0
40	1.0
41	1.0
42	1.0
43	1.0
44	1.0
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100	1.0



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- |    |   |  |
|----|---|--|
| 7) | Weatherstripping,<br>Hinged Exterior Door, per door | \$44.00 <sup>16</sup>                    |
| 8) | Weatherstripping,<br>Other, per linear foot         | \$2.10 <sup>16, 19</sup>                 |
| 9) | Window Replacement                                  | Maximum Average \$1,238.00 <sup>17</sup> |

<b>D. General Heat Waste Measures</b>
---------------------------------------

- |    |  |                       |
|----|--|-----------------------|
| 1) | Evaporative Cooler/Air Conditioner Vent Cover, per cover | \$66.00 <sup>16</sup> |
| 2) | Hot Water Flow Restrictor, per device                    |                       |
|    | Faucet Restrictor  | \$8.00 <sup>5</sup>   |
|    | Hand-Held Low-Flow Showerhead                            | \$35.00 <sup>5</sup>  |
|    | Low-Flow Showerhead                                      | \$27.00 <sup>5</sup>  |
| 3) | Water Heater Blanket, per blanket                        | \$55.00 <sup>5</sup>  |
| 4) | Water Heater Pipe Wrap,<br>per linear foot of pipe       | \$3.90 <sup>5</sup>   |

<b>E. Electric Base Load Measures</b>
---------------------------------------

- |    |                                     |  |
|----|-------------------------------------|--|
| 1) | Compact Fluorescent Lamps           |  |
|    | Hard-Wired, limit two per dwelling  | Maximum \$170.00 <sup>5, 27</sup>                          |
|    | Thread-based Compact, per bulb      | \$10.00 <sup>5, 27</sup>                                   |
|    | Limit ten per dwelling              | \$100.00   |
| 2) | Electric Water Heater, per dwelling |  |
|    | Repair                              | Maximum \$490.00 <sup>5, 8, 10</sup> or 50% of Replacement |
|    | Replacement                         | Maximum \$980.00 <sup>5, 8, 10</sup>                       |
| 3) | Fluorescent Torchiere Lamp          | Maximum \$150.00 <sup>5, 27</sup>                          |
|    | Replacement, Limit two per dwelling |  |
| 4) | Refrigerator Replacement            |  |
|    | 19 cubic foot                       | Maximum \$1,032.00 <sup>5, 20, 28</sup>                    |
|    | Over 19 cubic foot                  | Maximum \$1,187.00 <sup>5, 20, 28</sup>                    |

<b>F. Optional Measures</b>
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- |    |                            |                               |
|----|----------------------------|-------------------------------|
| 1) | Ceiling Fans, per dwelling | Maximum \$176.00 <sup>5</sup> |
|----|----------------------------|-------------------------------|

**EXHIBIT B**  
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- |     |   |  |
|-----|---|--|
| 2)  | Air Conditioning (Electric Base Load)               |  |
|     | Repair/Maintenance per dwelling                     |  |
|     | Multi-Unit Central System                           | Maximum \$597.00 <sup>5, 6, 7, 8, 10, 20, 32</sup>   |
|     | Forced Air Unit (FAU), Split System                 | Maximum \$1,320.00 <sup>5, 6, 7, 8, 9, 10, 13, 20, 21</sup>  |
|     | Wall/Window Unit                                    | Maximum \$597.00 or 50% of Replacement for all cooling types <sup>5, 6, 8, 9, 10, 13, 20, 21</sup> |
| 3)  | Air Conditioning, Replacement, per dwelling         |  |
|     | Multi-Unit Central System                           | Maximum \$1,194.00 <sup>5, 6, 7, 8, 10, 20, 32</sup>   |
|     | Forced Air Unit (FAU)                               | Maximum \$2,640.00 <sup>5, 6, 7, 8, 10, 22</sup>   |
|     | Wall/Window   | Maximum \$1,194.00 <sup>5, 6, 8, 9, 10, 20, 21</sup>   |
| 4)  | Electric Water Heater Timer, per timer              | \$112.00 <sup>5</sup>  |
| 5)  | Evaporative Cooler Replacement, per dwelling        |  |
|     | Roof Unit   | Maximum \$1,100.00 <sup>5, 6, 7, 8, 10, 22</sup>   |
|     | Window/Wall Unit                                    | Maximum \$936.00 <sup>5, 6, 7, 8, 10, 22</sup>   |
| 6)  | Evaporative Cooler Repair/Maintenance, per dwelling | Maximum \$550.00 <sup>5, 6, 7, 9, 10</sup><br>or 50% of Replacement for all cooler types           |
| 7)  | Microwave Oven, per dwelling                        | Maximum \$284.00 <sup>5, 23, 26</sup>  |
| 8)  | Floor Foundation Venting (Crawl Space Venting)      | Maximum \$360.00 <sup>5, 15</sup>  |
| 9)  | Floor Insulation                                    |  |
|     | +36" Clearance                                      | No Maximum limit <sup>5, 24</sup>  |
|     | -36" Clearance                                      | No Maximum limit <sup>5, 24</sup>  |
| 10) | Shadescreens  | Maximum \$500.00 <sup>5</sup>  |
| 11) | Shutters, per square foot                           | \$6.00 <sup>5</sup>  |
| 12) | Storm Windows, per square foot                      |  |
|     | Fixed, Glass Glazing                                | \$12.40 <sup>16</sup>  |
|     | Fixed, Polycarbonate                                | \$18.40 <sup>16</sup>  |
|     | Operable, Glass Glazing                             | \$13.90 <sup>16</sup>  |
|     | Operable, Polycarbonate                             | \$21.40 <sup>16</sup>  |
|     | Other   | Maximum \$750.00 <sup>29</sup>   |
| 13) | Thermostat, per dwelling                            |  |
|     | Manual  | \$65.00 <sup>5, 25, 27</sup>   |
|     | Programmable  | \$157.00 <sup>5, 25, 27</sup>  |

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- |     |  |                     |
|-----|--|---------------------|
| 14) | Tinted Window Film, per square foot                  | \$3.30 <sup>5</sup> |
| 15) | Wall Insulation, Stucco and Wood,<br>per square foot | \$1.05 <sup>5</sup> |
| 16) | Exterior Water Pipe Wrap, per linear<br>foot of pipe | \$3.90 <sup>5</sup> |

G. Other Weatherization and Travel Costs
--

- |    |                                       |   |
|----|---------------------------------------|---|
| 1) | Shop Fee, per dwelling                | \$10.00 <sup>30</sup>                     |
| 2) | Travel Credit, per dwelling           |   |
|    | Single Family Dwelling (1 to 4 Units) | One hour of labor + \$18.00 <sup>31</sup> |
|    | Multi-Unit Dwelling (5 or More Units) | \$8.50 <sup>31</sup>                      |
| 3) | Mileage, per mile                     | \$0.91 <sup>32</sup>                      |
| 4) | Lodging and Per Diem                  | Maximum \$750.00 <sup>34</sup>            |

H. Footnotes Section
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- 1 Unit assessments are charged for each completed unit in addition to applicable blower and/or duct testing.
- 2 Following a determination that no combustion byproduct hazards exist, preweatherization blower door testing for shell-sealing purposes is a mandatory activity on a minimum of twenty percent (20%) of the total SFD (1 to 4 units), and a minimum of five percent (5%) of MUD (5 or more units) weatherized under this Agreement.
- 3 A duct leakage test using the Duct Blaster is a stand-alone test and may be performed in conjunction with the Blower Door Test for purposes of assessing outside air infiltration.
- 4 An inspection of twenty-five percent (25%) of the total number of dwellings weatherized under this Agreement must be completed in accordance with CSD Inspection Policies and Procedures. Reimbursement shall not exceed the maximum twenty-five percent (25%) limit. A maximum of 25% of the total dwellings reported in a reporting period shall be inspected and shall continue through the contract term. If due to rounding the number of required inspections does not equal 25%, the number of required inspections performed shall be rounded up and the maximum reimbursement limit will be increased accordingly. Reimbursement is allowable for the actual labor hours of the inspection activity including travel at the approved labor rate, up to a maximum of three hours per dwelling.

**EXHIBIT B**  
**(Standard Agreement)**

- 5 If a combustion appliance safety hazard or other unsafe conditions requiring repair is found to exist and cannot be repaired under the scope of the program, Contractor may apply the nonenvelope sealing measures identified by this note.
- 6 Must be classified as mandatory if a gas or electrical safety hazard exists. Age of the appliance cannot be used as a criterion for replacement.
- 7 If required by the local jurisdiction, a building permit must be obtained and finalized for vented appliance installations (Furnace, Boiler, Water Heater, Oven and Range, and Vented Space Heater), Evaporative Cooler, Central HVAC, and Wood-Fueled Space Heater installations. A copy of the finalized permit must be placed in client's file.
- 8 Special licensing is required for the installation of Central HVAC systems, Furnace, and Boilers. Special licensing may also be required for the installation and/or repair of Evaporative Cooler, Oven and Range, Vented Space Heater, Air Conditioning, and Gas and Electric Water Heaters, if two or more weatherization measures are not installed in a single unit. Electrical wiring upgrade/replacement and knob-and-tube wiring certification will always require a C-10 license.
- 9 Repairs include cleaning and filter replacement.
- 10 These maximums apply to heating and cooling source and water heater repairs and replacements under ECIP EHCS with the exceptions as noted in EXHIBIT B, BUDGET DETAIL AND PAYMENT PROVISIONS, Section 4. REIMBURSEMENT GUIDELINES, C. Weatherization and EHCS Specific, item 3). Duct repair and replacement is an allowable stand-alone measure when needed or triggered by Title 24 regulations under the weatherization program only. However, duct repairs and replacements can only be charged to ECIP EHCS when provided in conjunction with heating/cooling services billed to EHCS and are required under Title 24.
- 11 Costs that exceed the maximums in other categories of cooling and heating repairs and replacements cannot be charged to the line items reserved for other types of cooling and heating units not already listed.
- 12 Propane furnace repairs and replacements shall be reimbursed under Other Types Not Listed.
- 13 Energy Conservation Measures and Activity Definitions are included in the CSD weatherization installation standards, and EXHIBIT G, DEFINITIONS.
- 14 A wood-fueled space heater may only be installed if it is to be used to replace a fossil-fueled space heater and/or damaged or hazardous wood stove that cannot feasibly be repaired, i.e., cost of repair exceeds thirty percent (30%) of replacement cost or existing unit is not a listed and labeled stove.

**EXHIBIT B**  
**(Standard Agreement)**

- 15 Per dwelling, attic and floor foundation venting may only be performed in conjunction with ceiling and floor insulation, respectively.
- 16 When using a blower door in conjunction with weatherizing a dwelling, do not apply these measures if the infiltration is less than the Minimum Ventilation Requirement or if the economic stop point for air sealing has been reached. Does not apply to catastrophic leaks that are health and safety hazards, e.g., broken-out window, severely damaged door, etc.
- 17 Costs that exceed the maximums in Glass Replacement cannot be charged to Minor Envelope Repair or Window Replacement. The maximum reimbursement for Window Replacement is an average of all dwellings receiving new windows. If costs should occur such that the average maximum is exceeded for Window Replacements, the additional costs cannot be charged to Minor Envelope Repair or Glass Replacement.
- 18 When installing a Minor Envelope Repair Measure, the installation of deadbolt locks in conjunction with an exterior door replacement is allowable on rental units only. Reimbursement will be based on the material costs for the door, the deadbolt lock, and the labor.
- 19 Includes sliding glass doors. Does not include weatherstripping applied to attic and crawl space access hatches, to evaporative-cooler and air-conditioner covers, or to open combustion appliance enclosure doors. Expenditures for weatherstripping applied to covers and enclosure doors shall be charged under the appropriate appliance repair line item. When insulation is not installed, applies to access hatches and windows.
- 20 Technicians performing evacuation and charging of refrigerant must have EPA-approved certification as a Type II or Universal technician. Refrigerant shall be recovered, and all hazardous waste materials shall be disposed of in conformance with federal, state, and local codes.
- 21 Do not perform if dwelling has an operable evaporative cooler.
- 22 Electric Base Load Measures: Special training is a mandatory prerequisite for Contractors before performing Evaporative Cooler Installation and Window/Wall Air Conditioner Replacement. Contractor must contact CSD to schedule training.
- 23 Cabinet retrofits are only allowed for built-in microwaves that have been replaced and are reimbursable under Minor Envelope Repair.
- 24 Crawl space height shall be documented on the Weatherization Building Assessment and Job Order Sheet (CSD 540).
- 25 Manual Thermostats may be installed only if the old thermostat is inoperable and may be installed in lieu of Programmable Thermostats if it is determined that the client receiving

**EXHIBIT B**  
**(Standard Agreement)**

such services will not be able to operate and maintain the Programmable Thermostat properly.

- 26     Microwaves may be installed in dwellings with gas cooking appliances.
- 27     Contractors shall ensure the proper disposal of hazardous wastes products such as fluorescent light tubes, batteries, and mercury thermostats in accordance with the Universal Waste Rule (Hazardous Waste Management System: Modification of the Hazardous Waste Recycling Regulatory Program); Final Rule.
- 28     CSD Policies and Procedures for electric base-load measures state that a replacement refrigerator may be replaced only if it was manufactured in 1992 or earlier. Documentation in the client file shall contain the manufacturer, make, and model of all replaced refrigerators.
- 29     May be used by those Contractors that find that the per-square-foot rate under the other storm window categories is too high in comparison to the actual cost of materials within its service area.
- 30     Shop fees are used to cover incidental supplies that are difficult to track. Shop fees are allowed once per weatherized dwelling. Shop fees are not applicable for ECIP EHCS or reweatherized dwellings.
- 31     Only mileage exceeding a 60-mile round trip to the job site is reimbursable. Mileage is allowed once per weatherized dwelling.
- 32     The total cost per unit must be allocated to all units in the building being served by the central unit. Total costs of the central unit are subject to the sixty-six percent (66%) or fifty percent (50%) eligibility rule use to weatherize all units in a building.
- 33     Repairs and replacements are allowable on pre-existing and vented kitchen exhausts. New vented kitchen exhausts may be installed where one was not existing in mobile homes only.
- 34     One lodging and per diem claim filed for each dwelling is not limited by the number of crew members on the out-of-town job(s) and/or the number of nights required to stay to complete the out-of-town job(s). It is limited, however, to one trip by a crew for each weatherized or reweatherized dwelling. If more than one dwelling is weatherized during the single trip, the cost must be prorated among those units and shall be limited to that single trip.

**EXHIBIT F – ATTACHMENT II**

**Severe Weather Energy Assistance and Transportation Services (SWEATS) Policy**

**General Information**

<b>Purpose</b>	<p>The purpose of the SWEATS Policy is to provide guidelines for Agencies' use of SWEATS-related emergency services.</p>
<b>Intent</b>	<p>The intent of SWEATS is to address the energy-related emergency needs of low-income households affected by a natural disaster.</p> <p>In general, SWEATS emergency services are to be viewed as temporary or interim measures only, and are not intended to serve as a permanent solution to serving the long-term heating/cooling energy needs of low-income households beyond the present emergency or crisis.</p> <p>It is strongly encouraged that Contractors conduct follow-up on clients receiving SWEATS emergency (temporary) heating/cooling services to ensure their health and safety until such time a more permanent solution can be offered to alleviate the health-hazard condition.</p>
<b>Activation</b>	<ol style="list-style-type: none"><li>1. The activation of SWEATS services is at CSD's sole discretion.</li><li>2. Agencies may only implement SWEATS services upon CSD approval and notification that a particular event has triggered its use.</li><li>3. The official notification will identify the effective period for providing SWEATS services.</li><li>4. Agencies must submit to CSD a written statement specifying what steps they have taken to coordinate services with the local CSBG provider to respond to the low-income needs and ensure that the ECIP and CSBG funds are being maximized in response to the local emergency.</li><li>5. In the event a bona fide emergency occurs during CSD non-business hours, Contractor at its discretion can elect to activate the terms and conditions of SWEATS. The local activation of SWEATS will remain in effect until CSD's next official business day.</li></ol>
<b>SWEATS Service Provisions</b>	<p>SWEATS service provisions include:</p> <ul style="list-style-type: none"><li>✓ Utility Assistance</li><li>✓ Temporary Housing Services</li><li>✓ Transportation Services</li><li>✓ Temporary Heating and Cooling Appliances</li></ul>

*Continued on next page*

**EXHIBIT F – ATTACHMENT II**

Severe Weather Energy Assistance and Transportation Services (SWEATS) Policy

**General Information, Continued**

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<b>SWEATS Service Provisions (continued)</b>	SWEATS service provisions are exempt from the priority plan requirements. However, agencies must exercise discretion for ensuring that the SWEATS services target qualified low-income households most impacted by the natural disaster and with the greatest need.
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<b>Program Eligibility</b>	<ol style="list-style-type: none"><li>1. Eligible low-income households are defined as those experiencing an energy-related emergency as a direct result of a natural disaster.</li><li>2. To expedite the eligibility verification process, households may self-certify total household income by completing the SWEATS intake form (CSD 53). Clients must provide a written statement qualifying their economic hardship as a direct result of a natural disaster and the inability to manage household energy expenditures (i.e., unemployed, reduced work hours) with the exception of clients seeking SWEATS Utility Assistance.</li><li>3. Eligibility determination is not required for those clients receiving SWEATS transportation services to and from cooling centers or Shelters. However, efforts should be made to limit services to eligible low-income households most at-risk.</li></ol>
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<b>*NOTE*</b>	A social security number <b><u>is not required</u></b> to complete the SWEATS Utility Assistance form.
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**EXHIBIT F – ATTACHMENT II**

**Severe Weather Energy Assistance and Transportation Services (SWEATS) Policy**

**Service Provisions – SWEATS Utility Assistance**

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**Allowable  
Services**

1. Agencies are allowed to provide SWEATS utility benefits only to those low-income families experiencing economic hardship as a direct result of a disaster and at-risk of losing energy services or unable to secure utility services.

The SWEATS benefit amount, NOT TO EXCEED \$1,000, is limited to:

- ✓ The amount due at the time of intake to the utility company in energy charges,
  - ✓ Reconnection fees, and
  - ✓ Other assessed utility fees surcharges.
2. SWEATS Utility assistance benefits are entirely separate from HEAP, WPO, and Fast Track Utility assistance benefits, and may be issued to an eligible household previously receiving a HEAP or Fast Track benefit within the current program year.
  3. Clients with their utilities included in rent are eligible to receive SWEATS utility assistance services. In these instances, the same eligibility and benefit guidelines apply with the exception that the agency will issue the benefit directly to the client.

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**SWEATS  
Benefit  
Responsibilities**

Service Providers shall deliver SWEATS benefits directly to energy vendors and/or utility companies on behalf of clients whose energy sources are natural gas, electricity, or wood/propane/oil.

1. CSD will coordinate with the utility companies to accept new SWEATS Utility Assistance manual direct pay process.
2. Agencies shall complete the SWEATS Manual Direct Payment Form (CSD 291) providing a compiled list of customers, accounts, and qualifying benefit amount for SWEAT utility assistance recipients.
3. Service Provider shall submit completed Manual Direct Payment Form and payment to utility company for account crediting.

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*Continued on next page*

**EXHIBIT F – ATTACHMENT II**

**Severe Weather Energy Assistance and Transportation Services (SWEATS) Policy**

**Service Provisions – SWEATS Utility Assistance, Continued**

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**LIHEAP  
Flexibility**

Under this flexibility, SWEATS eligible households may self-certify their eligibility for HEAP and Fast Track services by:

1. Completing the CSD Energy Intake Form, CSD 43;
2. Affirm their low-income eligibility by stating their gross monthly income (on the intake form);
3. Indicate the utility service provider (utility company) to which to apply the LIHEAP Assistance benefit;
4. Provide an estimation of the household's average energy expenditures for natural gas and/or electricity; and
5. Sign the application attesting the accuracy of the provided information and the applicant's income eligibility to participate in the program.

In order to enter self-certified HEAP and Fast Track applications into CLASS, service providers must obtain the required account information (e.g., account number, service address, customer of record) to satisfy applicant data requirements and ensure the successful delivery of the benefit to client's utility account.

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**Transferring  
Funds**

1. If an Agency so chooses, it may transfer funds from the non-Consideration HEAP and/or Fast Track components of the LIHEAP contract into the SWEATS Utility assistance component.
  2. A budget modification will be necessary to accomplish the transfer of non-Consideration funds to the SWEATS Utility Assistance component. If you choose this option, please contact your Field Representative for further instructions. CSD will expedite the transfer of funds to facilitate immediate assistance.
  3. No budget modification will be required if the transfer is from a Consideration component to the SWEATS component.
  4. Unspent funds – At the conclusion of this temporary option, CSD will contact your agency to facilitate the return of any unspent funds to the original non-Consideration component through a modification process.
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**EXHIBIT F – ATTACHMENT II**

Severe Weather Energy Assistance and Transportation Services (SWEATS) Policy

**Service Provisions – Temporary Shelter and Transportation**

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**Temporary  
Shelter, Coats,  
and Blankets**

1. Agencies are allowed to provide temporary shelter or house individuals in hotels, apartments, or other living situations in which homes have been destroyed or damaged, i.e., placing people in settings to preserve health and safety and to move them away from the energy crisis situation.
  2. Temporary shelter or housing expenses shall be limited to a maximum of five days per eligible household.
  3. Agencies may also provide coats, blankets, and sleeping bags as tangible benefits to keep individuals warm.
- 

**Transportation  
Services**

Agencies are allowed to provide for transportation (cars, shuttles, buses) to transport low-income individuals to:

1. Cooling centers **only** during the summer months.
  2. Shelters, when health and safety is endangered by loss of access to heating or cooling, and
  3. Medical facilities to seek assistance and treatment for displaced low-income individuals residing in a temporary shelter.
  4. Allowable modes of transportation under the SWEATS program:
    - a. Agency-owned or leased vehicles,
    - b. Adequately insured staff vehicles,
    - c. Public transportation, and
    - d. Vehicles rented specifically for the sole purpose of transporting clients to cooling centers or hotels.
-

**EXHIBIT F – ATTACHMENT II**

**Severe Weather Energy Assistance and Transportation Services (SWEATS) Policy**

**Service Provisions – Portable Heating and Cooling Appliances**

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**Purchases** In accordance with LIHEAP contract procurement guidelines, agencies may purchase portable equipment for the purpose of creating a reserve of appliances to lend to clients on a temporary and interim basis when a SWEATS event occurs. Service Providers may purchase portable equipment under this policy prior to a designated SWEATS event.

The following portable equipment purchases are allowable under the SWEATS policy:

- ✓ Air Conditioners
  - ✓ Evaporative Coolers
  - ✓ Heaters
  - ✓ Fans
  - ✓ Generators
- 

**Loaned Appliances**

1. Priority shall be given to those persons dependent upon electrically powered medical equipment and/or other medical conditions, which would require crisis intervention services.
2. Portable heating and cooling equipment can be loaned to clients on a temporary basis until such time as:
  - a) The dwelling's heating and/or cooling appliance is repaired or replaced; or
  - b) The crisis or emergency has passed.
3. Generators can be held in reserve and loaned to clients for use during blackouts or other similar emergencies to sustain warm or cool indoor air temperatures and/or to mitigate other health and safety concerns.

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**Loaned Appliance Returns**

1. It is the responsibility of the Contractor to contact the client to make arrangements for retrieval.
2. Clients are required to return the portable equipment to the Contractor before the installation of permanent heating and cooling services can ensue.

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*Continued on next page*

**EXHIBIT F – ATTACHMENT II**

**Severe Weather Energy Assistance and Transportation Services (SWEATS) Policy**

**Service Provisions – Portable Heating and Cooling Appliances, Continued**

**Loaned  
Appliance  
Returns**  
(continued)

3. At agency's discretion, the following portable appliances do not have to be returned:

<b>Appliance</b>	<b>Cost</b>
Space Heater	Less than \$75
Fan	Less than \$25

**Service  
Responsibilities**

1. Many appliances that may be used for emergency service **do not** offer the energy-efficiency and safety benefits as compared to the long-term residential heating and cooling services offered under ECIP EHCS and weatherization.
2. In addition, many such appliances are not designed or intended to serve as the primary heating or cooling source for a residence. Therefore, Contractors shall exercise caution when rendering these appliances to ensure that clients are fully educated on the proper use, limitations, and maintenance of these appliances in accordance with manufacturer's instructions.
3. Contractor shall give priority to such clients for receiving weatherization and ECIP EHCS Services in the future.

**Disallowed  
Services**

LIHEAP and/or SWEATS funds may not be used to provide emergency services that are not home energy-related, including:

1. Payments for water/sewage utility services;
2. Mortgage or rent assistance, **UNLESS** assistance benefits are necessary costs to shelter individuals from the crisis situation for a **TEMPORARY** period of time not to exceed a maximum of five days;
3. Ramps and wheelchairs;
4. Utility assistance for households housing displaced victims **UNLESS** the household is already low-income and qualifies for LIHEAP assistance;
5. School uniforms and school supplies;
6. Clothing (except for coats);
7. Mattresses, cots, air beds, and pillows;
8. Gift cards, phone cards, and food and department store vouchers/gift certificates;
9. Site clean-up to homes not occupied by low-income families and where the condition of the dwelling makes it ineligible to receive weatherization services (i.e., completely destroyed, major structural damage, etc.).

**EXHIBIT F – ATTACHMENT II**

**Severe Weather Energy Assistance and Transportation Services (SWEATS) Policy**

**Reimbursable Expenses**

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<b>Temporary Shelter, Coats, and Blankets</b>	Actual costs related to temporary shelter/housing (limited to five days), coats, blankets, and sleeping bags are reimbursable expenses.
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<b>Transportation Services</b>	<p>The following expenses related to transportation to cooling centers or hotels are reimbursable:</p> <ol style="list-style-type: none"><li>1. Mileage accumulated from transporting low-income clients and those most at-risk to cooling centers or hotels.</li><li>2. Mileage is reimbursable at the current LIHEAP mileage rate and is not subject to the 60-mile round-trip rule. The entire round trip from the vehicle storage site and back is chargeable to the program.</li><li>3. Reimbursement for public transportation and vehicles rented specifically for the sole purpose of transporting clients to cooling centers or hotels are reimbursable at actual costs.</li></ol>
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<b>Portable Appliances</b>	<p>The following expenses related to temporary portable appliances are reimbursable:</p> <ol style="list-style-type: none"><li>1. Actual costs of portable appliances purchased and held in reserve for loan to client can be charged to the program when acquired.</li><li>2. Labor and Materials associated with the repair and maintenance of all portable heating and cooling appliances and generators held in reserve for purposes of loaning the appliances to clients on an interim basis is a chargeable expense. Repair and maintenance of appliances <u>not</u> part of the reserve inventory under terms of this policy must be absorbed through the approved labor rate.</li><li>3. Labor costs incurred with the delivery and set-up of portable heating/cooling appliances and generators to clients, including, labor expenses for agency staff (crewmembers and support staff) and subcontractors.</li><li>4. Fuel expenses to run loaned generators are reimbursable.</li><li>5. Contractors may claim a single-travel credit to cover travel expenses for the delivery of loaned portable appliances/generators to Single-Family Dwellings (one to four units) and Multi-Unit Dwellings (five or more units).</li><li>6. Mileage is reimbursable at the current LIHEAP long-distance mileage rate and is subject to the 60-mile round-trip rule.</li></ol>
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**EXHIBIT F – ATTACHMENT II**

Severe Weather Energy Assistance and Transportation Services (SWEATS) Policy

**Reporting Requirements**

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**Use of Forms** Below are listed the forms and their use under the SWEATS program.

**Utility Assistance**

Form No.	Use
CSD 43	<b><u>Energy Intake Form</u></b> – Used for all Utility Assistance Payments to capture all required eligibility information for SWEATS Utility service applicants including client demographics and income.
CSD 291	<b><u>Manual Direct Payment Form</u></b> – Used for Utility Assistance payments to list all customer names, accounts, and amount credited for utility company use.

**SWEATS Portable Equipment Loan Program**

Form No.	Use
CSD 51	<b><u>Severe Weather Energy Assistance and Transportation Services Intake Form</u></b> - Used for all portable appliance loans to capture client demographics, income, dwelling type, and type of portable equipment loaned.
CSD 52	<b><u>Portable Appliance Loan Agreement and Release and Waiver</u></b> – Used for all portable appliance loans by providing a description of equipment loaned and terms and conditions of the loan agreement. Agreement requires the signature of the client before the loaned appliance is provided.

**Reimbursement**

Form No.	Use
CSD 670	<b><u>Assurance 16/Intake/ECIP/HEAP Expenditure Activity Report</u></b> – Used for all SWEATS Services to report SWEATS Client Demographics and reimbursements for all SWEATS Services provided during the report period.

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**EXHIBIT F – ATTACHMENT II**

**Severe Weather Energy Assistance and Transportation Services (SWEATS) Policy**

**Reporting Requirements, Continued**

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**Utility Assistance**

Expenditure reimbursements for the SWEATS Utility Assistance payments are to be reported in EARS under Section 240 – SWEATS Program Costs, Utility Assistance Payment.

1. Enter number of households served with utility assistance in the “# of Dwellings” column.
2. Enter total benefits paid in the “Rate or Materials or Fees” column.

Client Demographics – Client demographics and income data conveyed on the Energy Intake form (CSD 43), are to be reported under:

- ✓ Section 215– SWEATS HHs Assisted with Gross Monthly Incomes;
  - ✓ Section 216– SWEATS HHs Assisted with at Least One Member who is a Vulnerable Population;
  - ✓ Section 217– SWEATS Recipients – Number of People Assisted;
  - ✓ Section 218– SWEATS Recipients – Serviced dwellings by type.
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**Temporary Shelter, Coats, and Blankets**

Contractor shall report temporary shelter/housing, coats, and blankets in EARS under Section 240 – SWEATS Program Costs.

1. Enter number of households served in the “# of Dwellings” column.
  2. Enter total cost for Shelter/Housing in the “Rate or Materials or Fees” column.
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**Transportation Services**

When transportation is provided by agency, staff and rental vehicles, mileage is reportable in Section 240 – SWEATS Program Costs, Mileage to Cooling Centers or Hotels.

1. Enter the number of miles to be reimbursed under the “Units of Measure or Labor” column.
2. The mileage rate is preset. The total cost will be calculated according to the miles entered.

Costs for public transportation fares and rental vehicles (excluding fuel costs) are reportable in Section 240 – SWEATS Program Costs.

1. Enter number of households served in the “# of Dwellings” column.
  2. Enter total cost for transportation in the “Rate or Materials or Fees” column.
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**EXHIBIT F – ATTACHMENT II**

Severe Weather Energy Assistance and Transportation Services (SWEATS) Policy

**Reporting Requirements – Portable Appliances, Continued**

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<b>NOTE</b>	If a client is loaned a portable appliance, the following information shall be reported even if the client subsequently receives ECIP EHCS or weatherization services.
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<b>Purchase of Portable Appliances</b>	<p>Expenditure reimbursement for the actual purchase cost of portable equipment and generators are to be reported under Section 240 – SWEATS Program Costs.</p> <ol style="list-style-type: none"><li>1. Enter the total number of appliances purchased under the “Dwellings” column.</li><li>2. Enter the actual cost of equipment purchase under the “Rate or Materials or Fees” column.</li></ol>
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<b>Loaned Portable Appliances</b>	<p>Expenditure reimbursement for the loaned appliance is to be reported under Section 241 – SWEATS Loaned Appliances Program.</p> <ol style="list-style-type: none"><li>1. Enter the total dwellings under the “Dwellings” Column.</li><li>2. Enter the total labor costs incurred (based on the approved LIHEAP labor rate and actual labor hours), if applicable under the “Units of Measure or Labor” column. <b><u>This should not include travel time.</u></b></li><li>3. If support labor is incurred and <b>no crew labor</b> is chargeable, then Contractors shall report actual support staff labor expenses under the “Other Labor” column.</li></ol>
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<b>Repair and Maintenance of Loaned Appliances</b>	<p>Expenditure reimbursement for the repair and maintenance of loaned appliances is to be reported under Section 240 – SWEATS Program Costs.</p> <ol style="list-style-type: none"><li>1. Enter the total number of appliances that received repair/maintenance under the “Dwellings” column.</li><li>2. Enter the total labor costs incurred based upon the approved labor rate and actual labor hours in accordance with current LIHEAP reimbursement guidelines under the “Unit of Measure or Labor” column.</li><li>3. Enter the actual cost of materials used to repair/maintain appliance under the “Rate or Materials or Fees” column.</li></ol>
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**EXHIBIT F – ATTACHMENT II**

Severe Weather Energy Assistance and Transportation Services (SWEATS) Policy

**Reporting Requirements – Portable Appliances, Continued**

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<b>Fuel for Loaned Generators</b>	<p>Expenditure reimbursement for the cost of fuel supplied to clients for the temporary use of generators is to be reported for reimbursement under Section 241 – SWEATS Loaned Appliances Program.</p> <ol style="list-style-type: none"><li>1. Enter the number of dwellings receiving fuel for loaned generators under the “# of Dwellings” column.</li><li>2. Enter the total labor costs incurred (based on the approved LIHEAP labor rate and actual labor hours), under the “Units of Measure or Labor” column.</li><li>3. Enter the cost of the fuel supplied, under the “Rate or Materials or Fees” column.</li><li>4. Enter any costs incurred for subcontractors. <b>This should not include travel time.</b></li><li>5. If support labor is incurred and no crew labor is chargeable, then Contractors shall report actual support staff labor expenses under the “Other Labor” column.</li></ol>
Travel Credits	<p>Travel credit claims related to the delivery of loaned equipment are to be reported under Section 243– SWEATS Loaned Appliances Program. Enter the total number of dwellings receiving loaned equipment services for the reporting period under the appropriate dwelling type (Single Family or Multi-Unit).</p>
Mileage	<p>Expenditure reimbursement for the cost of mileage that exceeds 30-miles one way or 60-miles round trip to deliver a portable appliance or generator is to be reported under Section 243– SWEATS Loaned Appliances Program.</p>
Client Demographics	<p>Client demographics and income data conveyed on the Intake form (CSD 43) shall be reported in the same manner as Utility Assistance payments.</p>

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**EXHIBIT F – ATTACHMENT II**

**Severe Weather Energy Assistance and Transportation Services (SWEATS) Policy**

**Record-keeping Requirements**

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<b>Utility Assistance</b>	<p>All SWEATS Utility Assistance client files must be maintained in the same manner as standard ECIP Fast Track clients. They shall include:</p> <ol style="list-style-type: none"><li>1. Energy Intake Form (CSD 43);</li><li>2. Utility/energy bills or equivalent; and</li><li>3. Written statement attesting to economic hardship</li></ol>
<b>Temporary Shelter, Coats and Blankets</b>	<p>Service Providers are required to establish adequate documentation that the funds were used for allowable purchases.</p>
<b>Transportation Services</b>	<p>Mileage records must be maintained to substantiate the request for reimbursement. The log must include:</p> <ol style="list-style-type: none"><li>1. A log of client names receiving the transportation service;</li><li>2. Type of transportation;</li><li>3. The names and physical location of the cooling facilities and hotels; and</li><li>4. Dates of when transportation services were rendered.</li></ol>
<b>Portable Appliances</b>	<p><u>Portable Appliance Log</u></p> <p>At a minimum, a log must be kept in such a manner so that it records the location of all portable appliances on loan and in reserve. This log shall also document the retirement or loss of reserve equipment and the permanent issue of portable devices (e.g., fans and space heaters).</p> <p><u>Portable Appliance Loan Agreement</u></p> <p>All files for clients receiving temporary and permanently issued portable equipment for an emergency situation must include:</p> <ol style="list-style-type: none"><li>1. Energy Crisis Intervention Services Intake Form (CSD 51);</li><li>2. Self-certification of client eligibility; and</li><li>3. Portable Appliance Loan Agreement Release and Waiver (CSD 52)</li><li>4. Mileage records, if applicable.</li></ol>

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